



**PRC Environmental Management, Inc.**

**Planning Research Corporation**

303 East Wacker Drive  
Chicago, IL 60601  
Tel: 312-856-8700  
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July 10, 1990

Mrs. Jeannette Freeman  
Freeman and Associates  
721 Woodruff Building  
Springfield, MO 65806

Dear Mrs. Freeman:

This letter is to confirm the arrangements we made to hire a court reporter for a public meeting that will be conducted by the U.S. Environmental Protection Agency. The date, time, and place are as follows:

7:00 p.m.  
July 25, 1990  
Omaha Public School  
Omaha, Arkansas

The meeting will consist of a presentation by U.S. EPA on the Arkwood Superfund site, followed by questions and answers. The meeting is expected to last until 10:00 p.m., but depending on the size and interest of the crowd, it could last longer. Enclosed are a few documents that will help you in transcribing the meeting.

We will need one original transcript of the meeting, to be provided within 8 days after the meeting at the discussed rates: \$15 for each hour starting from the time your reporter leaves Springfield until the meeting ends, and \$3.25 a page for transcribing the meeting. We request that you provide the recording equipment to aid in the transcribing. Please send all transcripts and billing information to:

PRC Environmental Management, Inc.  
303 East Wacker Drive, Suite 500  
Chicago, IL 60601  
Attn: Roberta Lloyd

If you have any questions concerning the meeting arrangements or our requirements, please call me at (312) 856-8700. Thank you for your assistance.

Sincerely,

*Carol Edwards*

Carol Edwards

cc: Ellen Greeney, U.S. EPA

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